QA Breakout

2009 SD OCS BN Final Planning Conference

3 – 4 April 2009

Instructor/TAC Records

The important thing to remember about these records is that the Instructors and TACs cannot perform their duties unless they have all the required documents in their records. It is therefore vitally important you make sure each Instructor and TAC has a complete record before coming to OCS Consolidation.

<u>DA 1059 for ABIC/TAITC/BFITC</u>: If they just have BFITC and have not taken TAITC we will accept that.

TAITC from OCT 2002 on – the DA Form 1059 must reflect the 80 hour course.

<u>Orders for ASI 5K (officer's) – SQI 8 (warrant officers & enlisted)</u>: These documents usually come in the form of "orders" authorizing the individual to hold the designated Skill Identifier for having completed ABIC/TAITC/BFITC

<u>DA Form 705 (PT Card)</u> – Make sure the last record APFT is within one year, and completely filled out.

Semi-Annual Ht/Wt results and must include certified DA Form 5500/5501-R's if applicable.

Promotion Orders (1LT, W01/2, SFC or above): ***Make sure the promotion orders are for current rank.***

DA 1059 for TTOC/TQC (TAC's Only): ***Certificates of Completion are not acceptable unless taught at Ft Benning (they do not issue 1059's). Must be a DA 1059 showing successful completion of the course.***

<u>DA 1059 for OBC (officer's), WOBC (warrant officer's) or ANCOC PH II (enlisted)</u>:
Certificates of Completion are not acceptable unless taught at Ft Benning. Must be a DA form 1059 showing successful completion of the course.

<u>Proponent Certification</u>:
(Formerly the Title 11/Bn Board Cert) The Instructor or TAC must have given a class before an OCS Battalion Proponent certification board. The documented evidence will be an instructor performance evaluation and a memo signed either by a Title 11 officer or an OCS Battalion Commander.

<u>Semi-Annual Evaluations (Instructor's and TAC's)</u>: Each TAC/instructor must have an instructor evaluation done on them every 6 months. If the person coming to consolidation is not in an TAC/instructor slot back at his or her home station, but will be TACing/instructing OCS at consolidation they should have an instructor evaluation done on them 90 days prior to coming to Ft

Questions??

OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

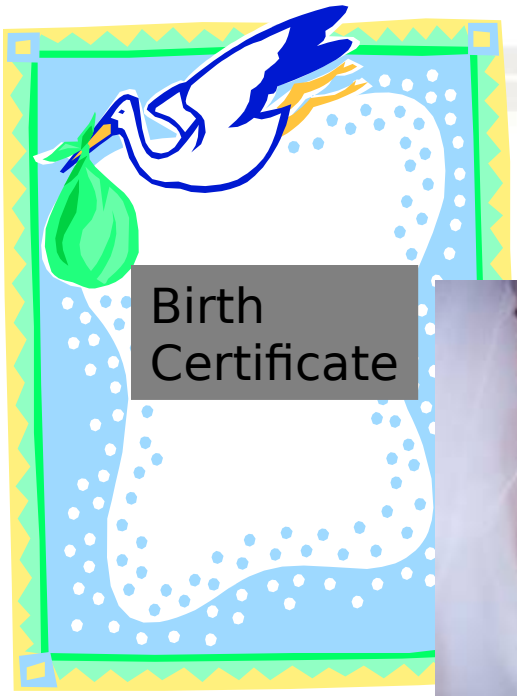
(ARNG OCS Course Management Plan/Program of Instruction)

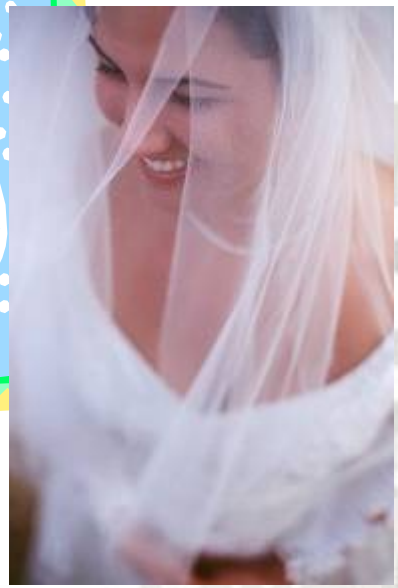
PREREQUISITES

- **Application for admission to OCS (And/or ATRRS)**
- **Attachment orders to State Training Organization (if applicable)**
- **Promotion orders to E5 for E4 and below**
- **Commanders' letter of recommendation**

IDENTITY DOCUMENTS

- **Birth Certificate**
  - **List DOB**
  - **Age at Commissioning cannot exceed 42 years old**
- **Proof of Citizenship (If applicable)**
- **Name Change Document (if applicable)**
- **Flight Itinerary**
- **Orders for phase 1, 2 and 3 if AOCS.**





MEDICAL DOCUMENTS

- **Approved/Qualifying Chapter 2 Commissioning Physical**
  - **SF 88/SF 93 or DD 2808/2807-1 (3 pages each!)**
  - **Must meet requirements of Chapter 2 AR 40-501 Standards and physical document will state Chapter 2 or Enlistment/Commission physical**
  - **Need HIV results**
  - **Date of Physical is critical – must be 2 years old or less at commissioning date**
  - **Verify Ht/Wt and Body Fat Standards if applicable**
    - **DA 5500-R or DA 5501-R (as required)**
    - **Ht/Wt body fat composition%**
    - **Maximum allowable body fat composition%**
  - **TAG letter (exception to policy – and Chapter 2 Physical if applicable) State should have OC complete a DA 7349-R if the physical is over 1 year old.**
  - **Medical Waiver (as required)**
    - **Date counseled**
    - **Date Requested**
    - **Date Approved**

PHYSICAL FITNESS REQUIREMENTS

- **Current DA Form 705**
  - **Passing score**
  - **All 3 events**
  - **Dated within 60 days of Phase I & III start date**
  - **Scorer and OIC/NCOIC should not be the same person**
  - **Must do Height/Weight & DA 5500/5501-R if needed**
  - **“FOR RECORD GO” in comment section**
  - **Admin information needs to be complete**

EDUCATION STANDARDS

- **College Transcript(s)**
  - **Minimum 60 SH**
  - **Minimum 90 SH if AOCS/PH II**
- **GT Score (Min 110) annotated on DA Form 2-1, score sheet or enlistment contract**
- **Approved Degree Completion Plan for Commission Packet**

Service Prerequisites

- **DD 214 (Certificate of release or discharge from active duty)**
- **DD 220 (Active duty report – BCT)**
- **NGB 22 (Report of separation & record of service)**
- **Documents must reflect completion of BCT, AIT and 1 year of service in a selected Reserve Unit**
- **Waiver for non-completion of AIT (as required)**
  - **Date counseled**
  - **Date requested**
  - **Date approved**
- **OCS State Enlistment Option/ DD Form 1966 Series**

Security Clearance

- **Security Clearance Verification letter (Secret or Interim Secret)**
- **Copy of Request Form (EPSQ/E-QIP/JPAS/STATE SEC.MNGR. MEMO) indicating the clearance is submitted to AGO**
  - **Date Counseled**
  - **Date Requested**
  - **Date Approved**

Civilian Conviction Waivers

- **NGR 600-100/NGB-ARH Policy Memo is the authority for required waivers**
- **Copy of approved waiver and counseling must be in the OC 6 part folder**
  - **Individuals who have been adjudged youthful offenders or have a record of convictions of any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $300 or less**
  - **Conviction of a felony under local, Federal or military law**
  - **Conviction that resulted in sentence to confinement in prison, stockade, or detention area or in sentence to hard labor and**
  - **Conviction involving moral turpitude**
  - **Current Local Police Records Check**

Additional Documents

- **NGB Form 62 (Draft) – Application for Appointment**
- **ETS date (must be later than end of course) – Copy of SIDPERS Personal Qualification Record is a good source**
- **SSN Card (copy)**
- **ATRRS verification of prior phase completion with “G” code in the output status.**

Questions?

2009 CANDIDATE RECORD CHECK IN DATES

STATE REPRESENTATIVES WILL: HAND CARRY OC RECORDS, AND LOAD ALL THEIR OC'S IN THE STATE DATABASE

DO NOT send records with Officer Candidates!

Phase I (Class 1)	
26 May 2009	AK-AZ-SD-HI-MT-ND-WY
27 May 2009	NV-CO-ID-OR-CA-UT-WA
28 May 2009	GU–LA–MO–OK-TX–KS–NE - MN

Phase II (501)	
10 June 2009	ALL STATES: LA-WI-OK

Phase III & 1B	
7 July 2009	AZ-CA-CO-ID-MT
8 July 2009	NV-ND-OR-SD-WA-WY
9 July 2009	Out of Region States

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